



International Institute of Municipal Clerks

These publications, books and videos are currently available.

CD ROMS:

Robert's Rules of Order –NEWLY REVISED 11th Edition with New Resources– [Special order form required](#)

IMC Municipal Clerk-Partners in Democracy CD/DVD: This is a short 5 minute promotional video illustrating some of the basic functions most City Clerks play in their communities. Use this to inform citizens about the Municipal Clerks' role or to inform colleagues about your contribution in local government.

VIDEOS:

IMC- LaserFiche Imaging Video: Get up to speed on document imaging in less than 15 minutes! This brief, informative video is the perfect introduction to the benefits of document imaging for Municipal Clerks. It addresses the storage, retrieval, distribution and security issues faced by every Municipality.

BOOKS:

Role Call: This publication helps Municipal Clerks see their roles more clearly and project an image that reflects their professionalism.

Mina's Guide to Minute Taking: Offers principles, standards and practical tools to help reduce anxiety about minute taking and establish clarity on what to record. It also explains how minute takers can build rapport with their groups and generate respect for their work.

Language of Local Government: A useful reference for Municipal Clerks, staff and council with definitions of 300 commonly used words in local government, abbreviations, acronyms and more. [Special order form required](#)

201 Secrets for Building Community Involvement: This guidebook offers creative ways to help you develop a program on increasing community involvement. Chapters include topics on: Recruiting, Promoting and Asking, How to Generate Creative Involvement, How to Reward Volunteers and a list of Resources.

TECHNICAL BULLETINS:

Election Management & Performance Indicators: A short bulletin on managing elections. Included are brief discussions on issues faced by administrators, automatic election technologies, and performance indicators. A two page flow chart on the election process is included.

How to Design a Disaster Recovery Plan: A thorough outline of how to draft a disaster recovery plan for your city. Includes many elements needed in such a plan.

Consent Agendas: How to institute a procedure to handle routine matters on the agenda expeditiously. Sections include what is consent agenda, format, approval, removal of Items, etc.

Short, Simple & Efficient Agendas: A System for Agenda and Minutes - An example of one city's methods for managing the agenda, minutes and indexing of council proceedings. Including sample exhibits of agenda, long and short minutes, council meeting cross-reference index cards and other meeting management aids.

City Council Rules of Procedure: An IIMC Committee report detailing sample guidelines for procedures for authority, general rules, types of meetings, order of business and agenda, ordinances and resolutions, creation of committees and boards, citizen rights and suspension and amendment of these rules.

Manual for Drafting Ordinances & Resolutions: Establishes basic guidelines which can be used citywide by those who have the responsibility to draft resolutions and ordinances. These include titles, special clauses, outline of elements of an ordinance, ordinance limitations, resolutions, after the council acts.

Document Imaging: Written by Diane Gladwell, CMC, this publication discusses optical imaging from the municipality's point-of-view, offering pages of tips to effectively manage and administer optical or document imaging systems. An excellent resource, easy-to-understand, non-technical guide for the public manager.

Sample Proclamations: A resource booklet with sample proclamations from municipal government, compiled by IIMC's Resource and Information Committee. (85 pages)

Parliamentary Procedure in Local Government: Comprehensive yet easy to read manual is based on the current 11th Edition of Robert's Rules of Order Newly Revised from the National Association of Parliamentarians. **Special order form required**

IIMC Meeting Administration Handbook: (updated and refurbished). A guide to minutes, agendas, and meetings.

Efficient Filing: A short but incisive review of filing operations and management tips for municipal government.

Document Imaging in the New Millennium: Become the office expert on document imaging with this helpful handbook. This "all-you-need-to-know" resource takes the mystery out of the subject with practical, jargon-free information and advice. Includes tips on choosing the right system, frequently asked questions, and more.

2000 IIMC-NAGARA Technical Leaflets on Records Management (set) Starting A Records Management Program

Funding Your Project
Identifying and Locating Your Records
Establishing Records Retention
Selecting A Records Storage System
Making Your Program Successful